

**Indiana Department of Health (IDOH)**  
**Commercial On-Site Sewage System Plan Submittal and Review Process**

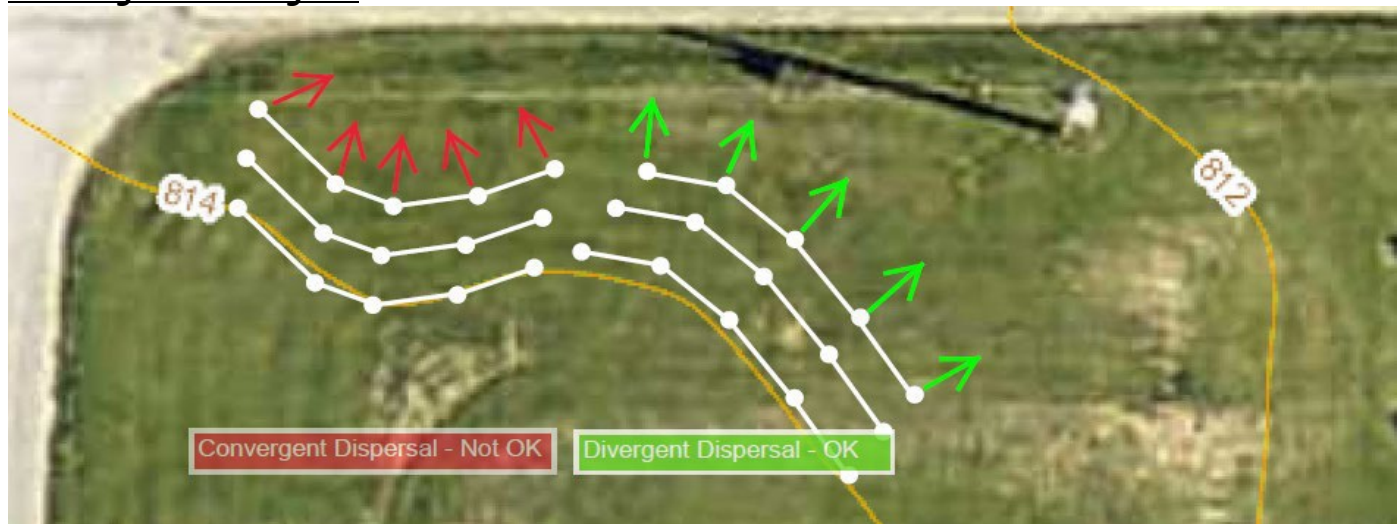
**1. On-site Soil Evaluation**

We **strongly recommend** that you have your on-site sewage system contractor, designer, and a local health department representative at the site during the soils evaluation, if possible. This group can evaluate the available area(s), taking into consideration required separation distances (see table below), the contour of the site, and identifying a suitable perimeter drain outlet (if applicable). Areas of converging flows (illustrated below) must be avoided. Once a potentially suitable area is determined and initial soil characteristics are determined, the designer/contractor can lay out a properly sized area in which the soil scientist can describe an adequate number of soil borings/pits. This approach significantly reduces the potential for additional trips to the site by the soil scientist or multiple revisions to the system design.

**Minimum Separation Table**

NOTE: All grease traps, septic tanks, dosing tanks, lift stations, *dispersal areas and soil absorption systems shall be located in accordance with table below. Show applicable items below on the plans! <a href="#">(see 410 IAC 6-10.1-61)</a>				
YES	N/A	MINIMUM SEPARATION DISTANCES	(SLR ≤ 0.75 gpd/ft <sup>2</sup> )	(SLR > 0.75 gpd/ft <sup>2</sup> )
		Private Water Supply or Geothermal Well	100'	200'
		Commercial Water Supply or Geothermal Well	100'	200'
		Public Water Supply Well or Reservoir	200'	400'
		Pond, Retention Pond, Lake Reservoir	50'	50'
		Storm Water Detention Area	25'	25'
		River, Stream, Ditch or Drainage Tile	25'	25'
		Buildings, Foundations, Pools, Driveways, etc.	10'	10'
		Front, Side, Rear Property Lines	5'	5'
		Water Lines continually under Pressure and Abandoned Wells	10'	10'
		Suction Water Lines	50'	50'
		Cemetery	100'	100'
		*Dispersal Area (see 410 IAC 6-10.1-62)	Minimum 10' and Maximum 25' wide	

**"Convergent vs Divergent"**



- a. On-site soil evaluations for commercial projects must be completed by an individual registered by the Indiana Registry of Soil Scientists (IRSS).
- b. Check with your local health department (LHD) to see if they maintain a list of registered soil scientists that work in your area of the State. If they do not have such a list, you can find a complete listing for all of Indiana [here](#).
- c. The soil report must be sent, via email, to the Indiana Department of Health (IDOH) at [soil@health.in.gov](mailto:soil@health.in.gov).
- d. An e-mail address for the owner/applicant needs to be included on the soil evaluation report.
- e. A site map or aerial screen shot noting the location of the soil borings/pits is required, especially if the area is a large parcel or undeveloped area. In addition, the address of the parcel or parcel # must be included on the soil report.

## **2. Pre-Application**

- a. When the on-site soil evaluation report is received by IDOH, a project number will be assigned and an e-mail, including a "[Commercial On-Site Sewage System Pre-Application](#)" will be sent to the owner/applicant.
- b. The pre-application must be completed in its entirety and submitted to IDOH at [soil@health.in.gov](mailto:soil@health.in.gov).
- c. A business and floor plan must accompany the pre-application.
  - i. Examples of the required business and floor plans are provided with the pre-application. The floor plan does not have to be computer generated or professionally drawn.
  - ii. Establishments (Ex: churches, event venues, banquet/assembly halls, restaurants, bars) that have the design daily flow calculated based on the number of seats must include all tables and chairs, booth seating, bar seating, pews etc. on the floor plans.
  - iii. Establishments providing food and/or drink service must provide a menu and include how the food will be prepared (made from scratch, pre-packaged and re-heated, deep fried, etc.).
- d. The county name, project number and project name must be referenced in all correspondence and on all plans for the project.
- e. The information provided on the pre-application will assist IDOH in determining design criteria for the proposed business' on-site sewage system (OSS).

## **3. Local Health Department (LHD) Comment Period**

- a. Upon receipt of the on-site soil evaluation report, IDOH staff will send a request to the LHD asking for insight or relative information about the project or the site.
- b. IDOH allows 10 business days for the LHD to respond.

#### **4. Technical Data Sheet (TDS)**

- a. After the LHD response (or 10 business day deadline has passed if no response is received) and the completed "Commercial On-Site Sewage System Pre- Application", including the business and floor plans are received, the project will be assigned to one of the commercial plan review staff for the generation of a technical data sheet (TDS). If the existing OSS is in failure, the review of the soil evaluation can be expedited (moved to the front of the review line) upon request from the applicant.
- b. The TDS will be e-mailed to the applicant (and/or project agent), designer (if known), and the LHD.
- c. The TDS will provide minimum specifications for the commercial OSS in accordance with [Rule 410 IAC 6-10.1](#).

**Note:** IDOH can deny an application for an on-site sewage system, pursuant to 410 IAC 6-10.1-55, if there is a sanitary sewer of adequate capacity either within 300 feet of the nearest property line, or to which connection can be made at a construction and connection cost not to exceed 150 percent the cost of the OSS. IDOH can also deny an application if site or soil conditions are not suitable for a soil absorption field.

#### **5. Assignment for Plan Review**

- a. If the project has a design daily flow of 750 gallons per day or less, the project may be delegated to the LHD for plan review and permitting if the county has IDOH approval for delegation of the specific system type.
- b. If the project is delegated to the LHD, all plan submittals, reviews, approvals, and inspections will be conducted by the LHD.
- c. If the project is not delegated to the LHD, or if the design daily flow is greater than 750 gallons per day, all plan reviews and approvals will be conducted by IDOH plan review staff.

#### **6. Plan Submittal**

- a. A commercial application, the initial construction plans, and the appropriate plan review fee may be submitted either electronically or mailed to the address below.
  - i. The commercial application, with fee schedule, may be accessed at <https://www.in.gov/health/eph/onsite-sewage-systems-program/>.
- b. All pages of each plan must be properly stamped and include the date of the original plans and the date of the revision, if applicable.
- c. When plans are received and processed by IDOH a confirmation email will be sent that includes the name of the plan reviewer. Once the plans are assigned, address all inquiries to the assigned plan reviewer.
- d. State code requires that each page of the commercial OSS construction plan and specifications be certified and sealed by an engineer or architect registered in Indiana.

**Email Option (Best Option):**

Email **initial plans**, application and copy of check to [idooplanreview@health.in.gov](mailto:idooplanreview@health.in.gov), Julia Hayes ([juhayes1@health.in.gov](mailto:juhayes1@health.in.gov)) and Dave Muntz ([dmuntz@health.in.gov](mailto:dmuntz@health.in.gov)). You will need to also mail a copy of the completed permit application and the physical check for the plan review fee. Note at the top of the copy of the completed permit application that electronic plans have already been submitted via email.

**Mailing Option (if plans have been submitted electronically they do not need to be mailed):**

Mail initial plan (complete with application and payment) and revised plan to:

Indiana Department of Health

Attention: Environmental Public Health

2 North Meridian Street, 7-D

Indianapolis, IN 46204

**7. Plan Review Process**

- a. IDOH plan review staff will check the construction plans for compliance with Rule 410 IAC 6-10.1, applicable standards, approved design manuals and the provisions of the TDS.
- b. Any needed revisions or amendments will be communicated (via e-mail, whenever possible) to the system designer who stamped the plans.
- c. IDOH uses a plan review checklist on all plan reviews to ensure a consistent and thorough review prior to issuance of a permit.
- d. Per Indiana Code, we have up to 30 business days to review and approve the plans or issue comments. If comments are issued, revised plans will need to be submitted. Per Indiana Code, we have up to 15 business days to review and either approve the plans or issue comments.

**8. Project Approval**

- a. When the construction plans comply with the Rule, the TDS, and the plan submittal requirements, an approval letter and the approved plans will be emailed to the LHD, the owner/applicant, and the designer.

**Note:** If the proposed or existing well is a Public Water System (PWS) regulated by the Indiana Department of Environmental Management (IDEM), IDOH will defer to IDEM for required separation distances from the well to the OSS. Plans will not be approved until compliance with both IDEM and IDOH separation distances are demonstrated. Contact the IDEM Office of Water Quality Drinking Water Branch for PWS determination. The IDEM PWS Factsheet can be found at this [link](#).

**9. Local Permitting**

- a. The applicant, or agent, will need to contact the LHD prior to the start of construction to complete any necessary requirements for issuance of a local construction permit for the OSS for the facility. The LHD is required to provide a copy of the local permit issued and the final inspection report to IDOH.
- b. There may be local requirements that are more stringent than that of the IDOH rule.
- c. Any changes to the approved plan must be approved, in writing, by IDOH prior to the start of construction.

## **10. Pre-construction Call**

- a. All approvals issued by IDOH will require a pre-construction conference call (typically held via Teams) with the OSS installer prior to start of construction. The owner, designer and LHD are welcome to participate in the pre-construction conference call. IDOH staff will schedule the call. If the approval letter also requires a pre-construction meeting on site, the installer must contact the appropriate IDOH staff as identified in the approval letter prior to the start of construction to set up a time and date for the pre-construction meeting.

## **11. Inspections**

- a. Typically, the staff of the LHD will make all necessary installation inspections during system construction. The LHD staff may request the assistance of IDOH field staff, if necessary.

### **IDOH Commercial Plan Review Contacts** ***Email is the preferred method of communication.***

Julia Hayes, Plan Review Manager

[Juhayes1@health.in.gov](mailto:Juhayes1@health.in.gov)

(317) 771-9918

\*Call for questions regarding Change of Use.

Diana Peterson

[Dpeterson1@health.in.gov](mailto:Dpeterson1@health.in.gov)

(317) 412-2121

\*Call for plan review questions related to regulated facilities such as campgrounds, mobile home parks, youth camps and agricultural labor camps.

Dave Muntz

[dmuntz@health.in.gov](mailto:dmuntz@health.in.gov)

(317) 233-7265

\*Call for questions regarding TDS status and soils.

Neetu Baghel

[nebaghel@health.in.gov](mailto:nebaghel@health.in.gov)

(317) 416-2949

\*Call for questions regarding new and existing commercial projects.

Don Arnold

[doarnold@health.in.gov](mailto:doarnold@health.in.gov)

(317) 233-7397

\*Call for all other questions/inquiries not listed above.